

## STUDENT RECORDS NOTICE

The Union Grove Joint School District #1 maintains student records for each student attending school in the District. These records include; 1) student progress records (i.e., courses taken, grades, attendance, immunizations, extra-curricular activities), and 2) student behavioral records (i.e. standardized achievement tests, psychological tests, personality evaluations, records of conversations, written statements relating to an individual student's behavior, student physical health other than immunizations, law enforcement records obtained by the District and other student records which are not progress records).

Further, the District has designated the following student record information as directory data: student's name, address, telephone number, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any person **unless** the eligible student, or parent, legal guardian, or guardian ad litem of a minor student informs the school within fourteen (14) days of receipt of this notice that all or any part of the directory data may not be released without the prior consent of the eligible student, parent, legal guardian, or guardian ad litem. This designation will remain in effect until it is modified by the written direction of the eligible student or the parent, legal guardian, or guardian ad litem of a minor student.

State and Federal laws require that the maintenance of student records assure confidentiality. Accordingly, the following shall apply in the District:

1. An eligible student, or the parent(s)/guardian of a minor student, has the right to inspect, review, and obtain copies of the student's school records upon request in accordance with established District procedures. Copies of the District's student records procedures are available upon request at the District Office located at 1745 Milldrum Street. Regular office hours are 7:30 a.m. to 3:45 p.m. Monday through Friday.
2. An eligible student, or the parent(s) or guardian of a minor student, has the right to request the amendment of the student's school records if s/he believes the records are inaccurate or misleading. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available upon request as outlined above.

3. An eligible student, or the parent(s)/guardian of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that State and Federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and police-school liaison officers); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interests" if the official needs to review a student record in order to fulfill his/her professional or District responsibility. The District shall transfer a student's record to another school or school district without consent upon request in accordance with State law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.
4. An eligible student, or the parent(s)/guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with Federal Family Educational Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Avenue SW, Washington DC 20202-4605. Student progress records shall be retained permanently after the student ceases to be enrolled in the District.

All student behavioral records will be destroyed one (1) year after the date the student graduates from or last attends a school in the District unless the student, or the parent/guardian of a minor student, gives permission that the records may be maintained for a longer period of time.

## NON-RELEASE OF STUDENT DIRECTORY DATA

In compliance with Federal regulations, the Union Grove Joint School District #1 has established the following guidelines concerning records.

1. Mrs. Stevenson is the Records Control Officer for the District and is responsible for the processing and maintenance of all student records. She can be reached by calling (262) 878-2015.
2. Each student's records will be kept in confidential file located at the student's school office. The information in a student's record file will be available for review only by the parent or legal guardian of a student, adult, student (eighteen (18) years of age or older), and those designated by Federal law or District regulations.
3. A parent, guardian, or other adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
4. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless apparent, guardian, or adult student notifies the Records Control Officer in writing within fourteen (14) days from the date of this notification that he/she will not permit distribution of any or all of such information: name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation and awards received, school most recently previously attended, honor rolls, and telephone numbers only for inclusion in school or PTO directories.
5. A copy of the policy and the accompanying guidelines are available at the District Office. There will also be a person available to answer any questions concerning the policy or guidelines.

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I am requesting that distribution of directory information NOT be made.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Grade: \_\_\_\_\_ Student's Teacher: \_\_\_\_\_

Signature: \_\_\_\_\_